

LANCASTER COUNTY
ASSISTANT DISTRICT MAINTENANCE SUPERVISOR

NATURE OF WORK

This is responsible technical work assisting in supervising and participating in the road maintenance functions within an assigned district.

Work involves the responsibility for assisting in supervising and participating in road maintenance activities within an assigned district including road maintenance and repair, bridge maintenance and repair, culvert installation and repair, and snow removal operations; reviewing work performed by contractors in assigned district; and performing related supervisory functions. Work also involves maintaining required district records; training subordinates in unskilled and semi-skilled functions; and operating various types of equipment used in road and bridge construction and maintenance projects. An employee in this class may act in the capacity of District Maintenance Supervisor in his/her absence. Supervision is received from the District Maintenance Supervisor with work being reviewed while in progress or upon completion for compliance with instructions received. Supervision is exercised over unskilled and semi-skilled subordinates.

EXAMPLES OF WORK PERFORMED

Assist District Maintenance Supervisor in supervising the work performed within an assigned district including determining necessary road maintenance and repair, bridge maintenance and repair, culvert installation and repair, and regrading projects; assist in supervising and monitoring snow removal operations, work performed by contractors, and related district functions.

Act as the District Maintenance Supervisor in his/her absence.

Supervise a crew of subordinates engaged in road maintenance and repair including dragging, grading and re-graveling of roads, installation and removal of snow fence along right-of-ways, removal of trees and brush along roadsides, and asphalt repair and patching.

Supervise a crew of subordinates engaged in bridge maintenance and repair including replacement of bridge decks, planking, guard rails, hazard signs and related bridge components.

Supervise a crew of subordinates engaged in taking traffic sign inventories, replacing and repairing regulatory and warning traffic signs and sign support structures; conduct traffic counts and related studies to determine the extent of usage of county roads.

Maintain required district records; train subordinates in unskilled and semi-skilled functions; operate various types of equipment used in road and bridge construction and maintenance projects.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of all phases of road and bridge maintenance and repair principles, practices, and techniques.

Knowledge of equipment requirements as they pertain to road and bridge maintenance and repair.

Knowledge of the occupational hazards involved in road and bridge maintenance and repair and appropriate safety and precautionary measures required.

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MAINTENANCE SUPERVISOR

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Ability to plan, assign, and supervise the work of small groups of unskilled, semi-skilled, and skilled subordinates.

Ability to read, understand and carry out oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to maintain records and complete work performance reports.

Ability to establish and maintain effective working relationships with co-workers, subordinates, and the general public.

Skill in the operation of tools and equipment used in road and bridge maintenance.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and experience in the supervision of employees engaged in road construction and maintenance work.

MINIMUM QUALIFICATIONS

Completion of junior high school and experience in road construction and maintenance work; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska's driver's license when operating a vehicle is required in the performance of assigned duties.

Possession of a valid Nebraska Commercial Driver's License (CDL) is required to operate any motor vehicle equipment covered under the Commercial Motor Vehicle Safety Act of 1986.

Approved by: _____
Department Head

Personnel Director

Revised 1/97

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